

OTE 81-6512

MEMORANDUM FOR: Director of Personnel

VIA: Security Officer, OTE
Deputy Director for Administration
Contract Personnel Division, OFFROM:
Director of Training and Education

SUBJECT: Memorandum of Oral Agreement

1. The following individual has been retained under contract to provide instructional service in conjunction with the Information Science for Managers Course. The effective dates of this contract are 16 - 20 November 1981 unless sooner terminated by actual notice. Subject is scheduled to speak on 19 November 1981.

Name and Address	Employer	Security Facility Access Approval	Fee & Source of Earnings on Form 1099
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2. This individual is to be paid under Fan Account Number 2275-4100 on a fee-per-task basis in the amount cited above upon certification that the task has been successfully completed. Income taxes are not to be withheld, but Form 1099 is to be issued in conformance with Federal income reporting requirements.

3. No commitments other than those stated above have been made to this individual.

Attachment:
Form 281

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Approved For Release 2004/05/05 : CIA-RDP84B00890R000300060031-7

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